

Air Armament Academy Contractor Training Request

Team Eglin truly values the contractor component of our Total Force. However, due to the fee-based nature of the Government-Contractor relationship on the Eglin complex, it is necessary to obtain additional coordination prior to contractors attending training scheduled via the Academy.

Contractors may attend Academy courses on a space-available basis. Contractor attendance is only authorized if it is at no additional expense to the government. For example, contractors are responsible for reimbursing, if applicable, material costs and any applicable course fees. Certification (below) is required to ensure no additional costs to the government are incurred. Contractors are responsible for logistical arrangements, for example, gaining base access for training conducted in base facilities.

Technical and Engineering Acquisition Support (TEAS) and Technical and Acquisition Management Support (TAMS) personnel must comply with current policies/procedures issued by the Air Armament Center TEAS/TAMS Management Office. Questions regarding TEAS/TAMS personnel should be directed to 882-2897, 882-2925 or 882-2919.

Each contractor training request requires completion of this document. Approved attendance in one Academy course does not imply approval for other courses. Approved requests must be on file with the Academy office prior to the course start date. Questions should be directed to the Academy at 850-882-1366. Requests can be faxed to 850-883-0809, ATTN:

Air Armament Academy or mailed to:

Air Armament Center, Director of Personnel
Attention: Air Armament Academy
101 West D Ave, Suite 237
Eglin AFB, FL 32542

Completed the information below and delivered it to the Academy office prior to the course start date:

Name of Proposed Attendee: _____

Employer: _____

Type of Contract: _____

Requested Class/Date/Time: _____

Attendee Signature: _____

Attendee email address _____

I certify that the requested training is applicable to the tasks this contractor employee is required to perform. Further, the Government will not incur additional costs based on participation in the requested training.

Contractor Task Leader/Contract Leader:

Approved/Disapproved (If approved, notes on reverse apply)

Functional Area Evaluator (FAE) or Functional Area Evaluator Advisor (FAEA) or Appropriate Government Representative/Contracting Officer

NOTES: